

ESS Package
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Self Service

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Procedure

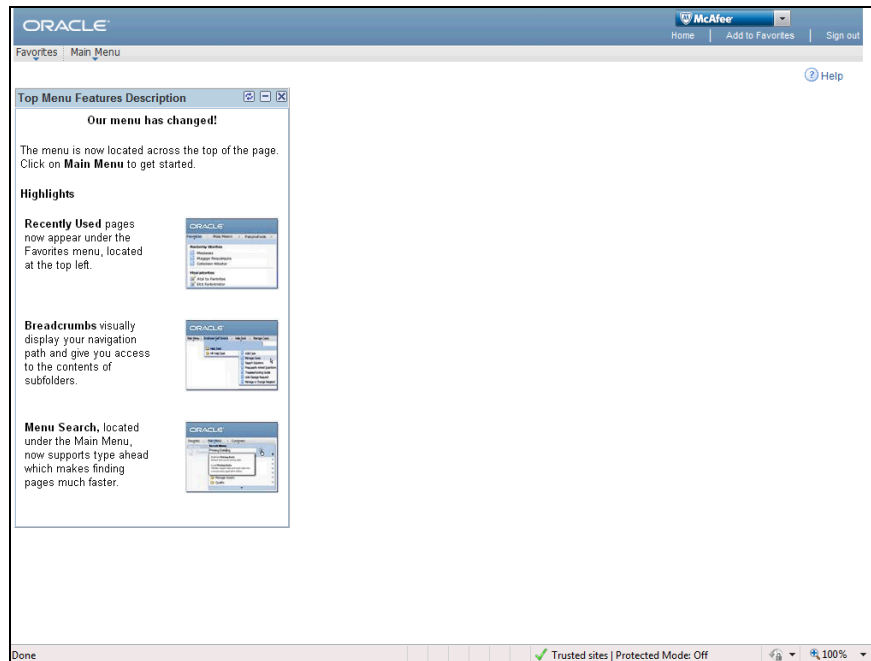
This tutorial demonstrates how to add banking information for direct deposit. The direct deposit information determines where your paycheck will be deposited.



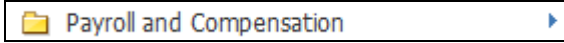

New hires and re-hires will need to add at least one account to have his or her paycheck directly deposited.

NOTE: For employees who receive expense reimbursements or travel advances, these funds will be deposited into the balance account (also known as the net pay account).

Approximate time to complete topic: **Less than 5 minutes**

Step	Action
1.	WARNING: You can only submit one change per account per day. It may take one to two paychecks in order for your direct deposit changes to take effect.



Step	Action
2.	Click the Main Menu button. 
3.	Click the Self Service menu. 
4.	Click the Payroll and Compensation menu. 
5.	Click the Direct Deposit menu. 

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Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Payroll and Compensation > Direct Deposit

New Window | Help | Customize Page | http

Direct Deposit

Polly Pocket

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	

Add Account

Done

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Step	Action
6.	Click the Add Account button.

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Payroll and Compensation > Direct Deposit

New Window | Help | Customize Page | http

Direct Deposit

Add Direct Deposit

Polly Pocket

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

Amount or Percent:

Deposit Order: ☐ (Example: 1 = First Account Processed)

Submit

* Required Field

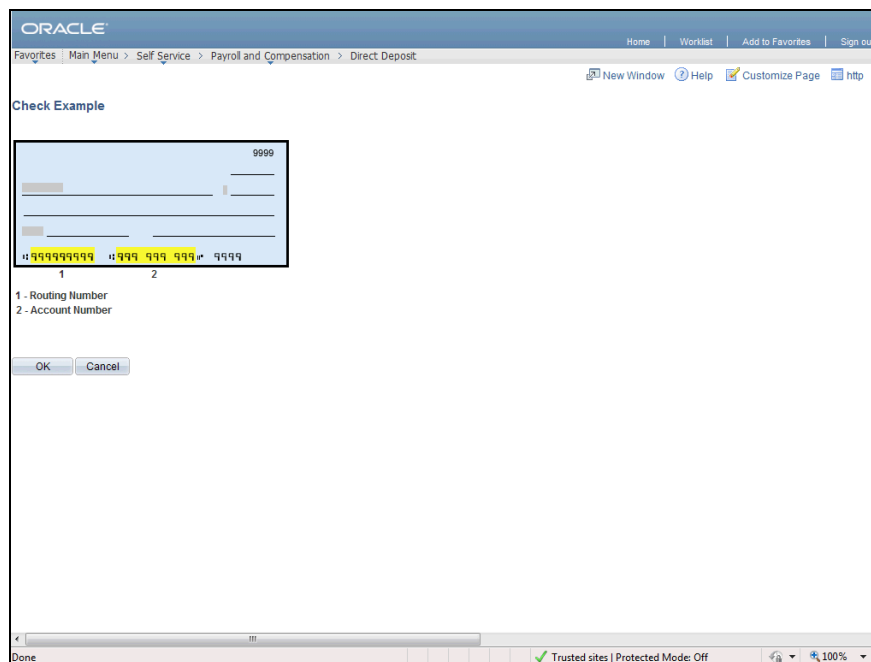
[Return to Direct Deposit](#)

Done




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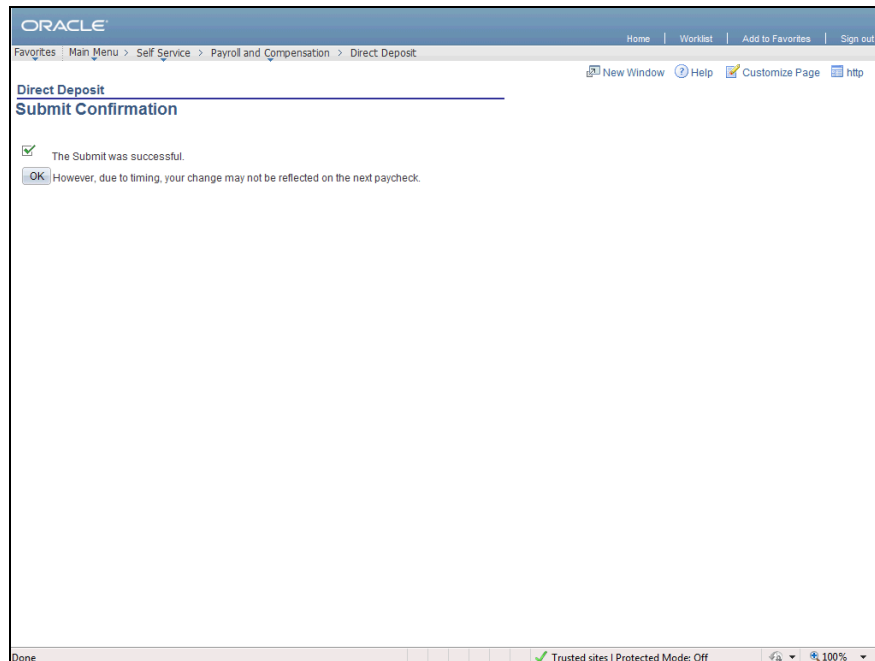
Step	Action
7.	<p>You must provide the routing and account information for the financial institution where you would like your paycheck deposited.</p> <p>You can get the required information from a personal check or the financial institution. By clicking on "View check example", you will see where the routing and account information is located.</p> <p>Click the View check example link.</p> <p>View check example</p>
8.	<p>The Check Example highlights where the routing and account numbers appear on a check.</p> <p>Highlighted section 1 is the routing number, this identifies your financial institution. Section 2 is the account number.</p>




Step	Action
9.	<p>Click the OK button to return to the direct deposit screen.</p> <p>OK</p>

Step	Action
10.	Enter the information into the Routing Number field. For this example, enter " 121000358 ".
11.	Enter the checking or savings account information into the Account Number field. For this example, enter " 444560212 ". NOTE: Make sure the account number you have entered is correct! For your security, only the last 4 digits of your account number will be visible.
12.	Click the Account Type list. 
13.	You must choose either Checking or Savings. It is important that the Account Type reflects the Account Number.
14.	For this example, click the Checking list item. 
15.	Click the Deposit Type list. 

Step	Action
16.	<p><u>Deposit Type Definitions:</u> Amount allows you to enter a specific dollar amount that you would like deposited.</p> <p>Balance is the account where all remaining pay will be deposited.</p> <p><i>NOTE: You MUST have one account designated as "Balance". If you receive an expense reimbursement or travel advance, it will be deposited into your balance account.</i></p>
17.	<p>For this example, click the Balance list item.</p> <p><input type="text" value="Balance"/></p>
18.	<p>Deposit Order is the order by which deposits are processed.</p> <p>For example, if you deposited your paycheck into three accounts, one for your mortgage, one for holiday shopping, and one for your net pay (i.e., everything left over.), you might choose the following Deposit Orders:</p> <p>Mortgage = 1 Shopping = 2 Net Pay = 999</p> <p>This means that your mortgage account is the first one processed. After that amount has been satisfied, the shopping account is processed next. After the shopping account amount has been met anything left over will be deposited to your net pay/balance account.</p>
19.	<p>If the Deposit Type is balance, the Deposit Order must be 999.</p> <p>Enter "999" into the Deposit Order field.</p>
20.	<p>Click the Submit button.</p> <p><i>WARNING: You can only click the submit button for this direct deposit once per day. If you click submit and need to make a change, you can make changes the next day.</i></p> <p><input type="button" value="Submit"/></p>



Step	Action
21.	<p>Notice the message that indicates that it may take one to two paychecks for your direct deposit to take effect.</p> <p>Before your direct deposit is active, a paper check will be mailed to your mailing address.</p> <p>Click the OK button.</p> 

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Favorites | Main Menu > Self Service > Payroll and Compensation > Direct Deposit

Direct Deposit

Polly Pocket

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	
Checking	121000358	XXXXX0212	Balance		999	Edit Delete

[Add Account](#)

Done

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Step	Action
22.	<p>If you would like to add another direct deposit account, click the Add Account button.</p> <p>Add Account</p>

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Direct Deposit

Add Direct Deposit

Polly Pocket

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

Amount:

*Deposit Order: ☐ (Example: 1 = First Account Processed)

[Submit](#)





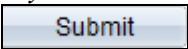
* Required Field

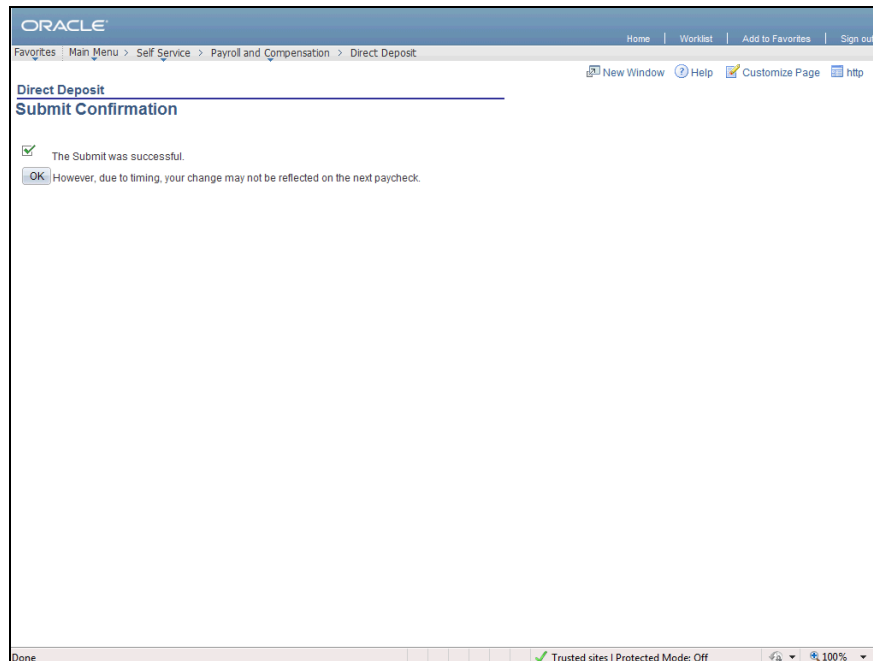
[Return to Direct Deposit](#)


Done

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Step	Action
23.	Enter the information into the Routing Number field. For this example, enter " 211691185 ".
24.	Enter the checking or savings account information into the Account Number field. For this example, enter " 000004321 ". <i>NOTE: Make sure the account number you have entered is correct! For your security, only the last 4 digits of your account number will be visible.</i>
25.	Click the Account Type list. 
26.	You must select either a checking or savings account. For this example, click the Savings list item. 
27.	Click the Deposit Type list. 
28.	For this example, click the Amount list item. 
29.	Enter the dollar amount for this account into the Amount field. For this example, enter " 150.00 ".
30.	As a reminder, Deposit Order is the order by which deposits are processed. For Polly, the \$150 deposit to her savings account is the most important account.
31.	Enter the priority number into the Deposit Order field. For this example, enter " 1 ".
32.	Click the Submit button. <i>WARNING: You can only click the submit button for this direct deposit once per day. If you click submit and need to make a change, you can make changes the next day.</i> 



Step	Action
33.	<p>Notice the message that indicates that it may take one to two paychecks for your direct deposit to take effect.</p> <p>Before your direct deposit is active, a paper check will be mailed to your mailing address.</p> <p>Click the OK button.</p> 
34.	<p>Notice the "Edit" and "Delete" buttons to change or remove an individual direct deposit.</p> <p>NOTE: <i>You can only make one change per day to an account.</i></p>

Direct Deposit
Polly Pocket

Review, add or update your direct deposit information.

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order		
Savings	211691185	XXXXX4321	Amount	\$150.00	1	Edit	Delete
Checking	121000358	XXXXX0212	Balance		999	Edit	Delete

Add Account

Step	Action
35.	Click the Sign out link to log off when you exit the system. Sign out
36.	<u>Recap:</u> <ol style="list-style-type: none"> 1. You must have one balance account. 2. The Deposit Order for a balance account is "999". 3. Expense related payments, if you have them, are made to your balance account. 4. You can only make one change to an account per day. 5. Direct Deposit information may take one to two paychecks to take effect. End of Procedure.